

<b>INSTRUCTIONS</b> <b>FOR THE SUBMISSION OF PAYMENT REQUEST FORMS</b>
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ATTENTION: Payment requests which do not comply with the rules or do not follow the instructions (or which have back-up documents that are confusing) will be returned to the Project Co-Director concerned! Wrongly directed payments (due to incorrect or incomplete information given under item (5) on the PRF) may take several weeks before being corrected by the banks involved in the transfer!

#### PROCEDURE AND TIMING

PRFs are completed by the Project Co-Director concerned and sent to the NPD who will sign and send it (by mail!) to the SfP Programme Office, if he/she agrees with the request. If approved by the SfP Programme Office, the PRF is checked and prepared for the bank transfer by NATO's Financial Control Office. It then will be the bank NATO is working with which will actually carry out the transfer. From the day of receipt of the PRF by the SfP Programme Office, approximately three weeks must be expected before the money will be credited on the account mentioned on the PRF under item (5) as the final destination.

#### REQUIRED BACK-UP DOCUMENTS AND MESSAGES

Don't forget: Invoices must always mention the project number and short title and should be addressed to the Project Co-Director who will receive the item. The original invoices must be marked with "SUBMITTED TO NATO FOR PAYMENT" before making a copy. Back-up documents should be issued in English or French. Otherwise, a translation of the relevant items must be given (written directly on the invoice).

Back-up documents must be attached to the related PRF as described in detail in **Section 3, item 3.4**. The message to the account holder (of the operational or the vendor's account) should be one of the following:

<b>Transfer to the operational account of a Project Co-Director:</b>	<b>Message to the account holder</b>	<b>Back-up document</b>
Once per year: 40,000 BEF for administrative expenses of the NPD	ADMIN. EXPENSES FOR NPD, YEAR 20xx	None
One-off advance to the operational account of each Project Co-Director (maximum 300,000 BEF)	ONE-OFF ADVANCE	None
In case, the balance remaining on this account is insufficient:  Advance for a specific item valued below 200,000 BEF (to be requested in the exact amount as shown on the pro forma invoice)	ADVANCE FOR ( <i>give brief description of the item</i> )	Attached to the PRF: pro forma invoice; give complete address and 'phone no. of the vendor!
Replenishment of the operational account	REPLENISHMENT, Dated. Xx.xx.20xx	Attached to the PRF: The table "Overview of Payments from the Operational Account" and copies of the back-up documents*
<p>* For all missions listed in the table: the original Mission Expense Form, completed and signed by the traveller. For all other items: copies of the receipts/invoices if higher than 10,000 BEF.</p> <p>It would be highly appreciated if the amount of paper sent to the SfP Programme Office is reduced to a minimum. By using reduction (up to 71% if still legible), it may be possible to copy several back-up documents onto one A4 sheet. If back-up documents are stapled to the related PRF, there is no need to use plastic sleeves!</p>		
<b>Transfer directly to the vendor's account (for items valued at 200,000 BEF or more):</b>	<b>Message to the account holder</b>	<b>Back-up document</b>
First payment step	FIRST PAYMENT STEP OF ( <i>give quotation number and date</i> )	Attached to PRF: quotation for the item to be purchased; comparative table with decision and justification
Second payment step	SECOND PAYMENT STEP OF ( <i>give quotation number and date</i> )	To be mailed when item was delivered: original invoice with statement of delivery
Third payment step (if applicable)	THIRD PAYMENT STEP OF ( <i>give quotation number, date</i> )	To be sent by fax or e-mail: statement of successful installation

**THE FOLLOWING INSTRUCTIONS FOR COMPLETING THE PRF MUST BE STRICTLY RESPECTED!**

In order to avoid mistakes, the PRF should be completed by typewriter or computer.

**(1a/b) 'Payment to be charged to country' and 'Project Co-Director'**

Payments should be in accordance with the approved budget forecast. In order to keep an overview about the use of a Project Co-Director's budget, give the name of the Co-Director (initial and surname) to whose budget the payment has to be charged. Give also the country's name where his/her institution is located.

**(2a/b) 'Project number' and 'Current PRF number'**

For easy reference, the NPD must give each PRF, which he/she sends to the SfP Programme Office a current (sequential) number. (Do NOT start re-numbering for following years or for each Project Co-Director!) The current number should be communicated by the NPD to the Project Co-Director concerned. Refer to this number when requesting information about a payment from the SfP Programme Office.

**(3) 'Amount to be paid with this PRF'**

Indicate the amount and currency to be paid from the SfP project funds as justified by the related (attached) back-up document (e.g. the amount of a payment step of an attached quotation; in case of a replenishment, the total as calculated in the attached table). Invoices may be issued with or without showing the VAT amount. But for invoices of items valued at 10,000 BEF or more, it must be clearly stated which is the net price (e.g. "price is without VAT"). Remember that SfP funds can only be used for the payment/reimbursement of the net price.

For the currencies of EAPC countries, use the following abbreviations (ISO-CODE):

Albania: Lek	- ALL	Germany: Mark	- DEM*	Romania: Lei	- ROL
Armenia: Dram	- AMD	Greece: Drachme	- GRD*	Russian Fed.: Rouble	- RUB
Austria: Shilling	- ATS*	Hungary: Forint	- HUF	Slovak Rep.: Koruna	- SKK
Azerbaijan: Manat	- AZM	Iceland: Krone	- ISK	Slovenia: Tola	- SIT
Belarus: Rouble	- BYR	Ireland: Pound	- IEP*	Spain: Peseta	- ESP*
Belgium: Franc	- BEF*	Italy: Lira	- ITL*	Sweden: Krona	- SEK
Bulgaria: Lev	- BGN	Kazakhstan: Tenge	- KZT	Switzerland: Franc	- CHF*
Canada: Dollar	- CAD*	Kyrgyz Rep.: Som	- KRS	Tajikistan: Rouble	- TJS
Croatia: Kuna	- HRK	Latvia: Lev	- LVL	Turkey: Lira	- TRL
Czech Rep.: Koruna	- CZK	Lithuania: Litas	- LTL	Turkmenistan: Manat	- TMM
Denmark: Krone	- DKK*	Luxembourg: Franc	- LUF*	Ukraine: Hryvna	- UAH
Estonia: Kroon	- EEK	Moldova: Leu	- MDL	United Kingdom: Pound	- GBP*
Finland: Mark	- FIM*	Netherlands: Guilder	- NLG*	USA: Dollar	- USD*
France: Franc	- FRF*	Norway: Krone	- NOK*	Uzbekistan: Sum	- UZS
FYROM: Denar	- MKD	Poland: Zloty	- PLN		
Georgia: Lari	- GEK	Portugal: Escudo	- PTE*	European Union: Euro	- EUR*

**(4) 'Transfer to be made in currency:'**

Payments can only be made by bank transfer (not by cheque) and only in one of the currencies indicated above with an asterisk (\*). Make sure that the receiving account will accept the currency in which the transfer is requested!

When possible, the transfer should be requested in the currency in which the back-up document is issued. When a submitted PRF requires the calculation into another currency, NATO will apply the currency exchange rates determined and regularly up-dated by NATO's Office of Financial Control.

**(5) 'Account holder's bank co-ordinates'**

- Payments can only be made if the name of the account holder (i.e. to whom the transfer should be made) and the full address of the bank is given. The account holder's name and bank details must correspond.
- As the system of account numbers and bank codes varies from country to country, it is important to give all numbers and codes of the beneficiary's bank correctly.
- "SWIFT" is the fastest bank-to-bank transfer. It requires, in addition to the account holder's name and bank details, the SWIFT address for the bank. (A transfer without SWIFT will take more time.)
- Do not give the co-ordinates of corresponding banks! Our bank has its special contracts with corresponding banks and all necessary information. Please note: PRFs will not be processed if the given bank co-ordinates are confusing or incomplete. (If you deem it necessary, give further information in an accompanying note.)

**(6) 'Message to the account holder and information about the payment'**

From this box, the SfP Programme Office will extract a brief message which the account holder needs for tracing the payment. Complete in English or French with the appropriate message following the recommendations given in the table "REQUIRED BACK-UP DOCUMENTS AND MESSAGES".

**(7) 'NPD's name' and 'Signature':**

For the execution of a payment, the signatures of the NPD and of the SfP Programme Office (for approval) are necessary. The NPD's signature will be defined with the start of the Project and will be counter-checked with each payment request. A change of signatory needs approval by the SfP Programme Office.